



Attach
photograph
here

Application Form

2018 - 2019

Please complete in BLOCK CAPITALS. Please use one application form for each child.

Student's first name:

Student's last name:

Student's date of birth: Age: Gender: Male Female

Date of application:

Academic year applying for: 2018/2019 2019/2020

Term 1 Term 2 Term 3

Current year level / grade: Year level applying for (e.g. Year 1):

Have you applied previously to our school? No Yes If yes, in which academic year:

Are there other children (siblings) linked to this application? Yes No

Names

Class

Office Use Only: Applicant accepted Applicant rejected

Personal Information (continue on next page)

Please complete the form, in BLOCK CAPITALS, as per your information on your passport. This does not commit us to offering you a place or you to accepting one. When you have completed the form, please return it, along with all the required documents listed on the last page, and the application fee to our Admissions Officer admissions.gh@nais.qa (Gharaffa).

Please complete all parts of this form:

Preferred start date:	Nationality:
How did you hear about Compass International School Doha?:	
Preferred Campus: If we are unable to accommodate your child at our Gharaffa campus, would you like us to contact our sister schools at nearby Rayyan and Madinat Khalifa?	

Student Personal information:

First Name:	Preferred Name:		
Last Name:			
Home Address: (Current)			
Home Language:			
Other Languages:			
Level of English:	Excellent	Average	Weak
Any additional personal information you think is relevant:			

Curriculum Choices:

Languages - Your child may study one of the following:

Arabic (First language only)	
Dutch (First language only)	
French (International Curriculum)	

Personal Information continued

Education:

Present School:	Curriculum followed (e.g. British - Year 13; US - Year 12):	
Address:		
Telephone Number:	Email Address:	
Date Started:	Date Left:	
Previous School:	Curriculum followed (e.g. British - Year 13; US - Year 12):	
Address:		
Telephone Number:	Email Address:	
Date Started:	Date Left:	
Is your child currently in his/her age appropriate class? If not, please explain:		

Family Information:

Child's Sponsor in Qatar: <input type="radio"/> Father <input type="radio"/> Mother		
Father's Full Name:		
Father's Nationality:	Father's Mobile Number:	
Personal Email Address:	Father's Employer (in Qatar):	
Job Title:	Work Telephone Number:	Work Email Address:
Mother's Full Name:		
Mother's Nationality:	Mother's Mobile Number:	
Personal Email Address:	Mother's Employer (in Qatar):	
Job Title:	Work Telephone Number:	Work Email Address:
If one parent is not in Qatar, please supply name and contact details (e.g. if parents are separated/divorced):		
Who will be responsible for school fees (for example you or your employer? If you pay the fees and claim back from your employer, then you are considered responsible for your fees).		Emergency Contact in Doha:

Full Disclosure and Declaration of Needs

In order to ensure that we are able to provide the optimum learning environment for all of our students, please sign each box relative to the following statements:

	Signature
1. My child does not have any learning, behavioural or physical needs that will require specialist or additional support.	
2. My child has never been identified as requiring additional learning support.	
3. My child does not/has never had an Individual Educational or Behavioural or Learning Plan.	
4. My child does not/has never had a Statement of Educational Needs.	

If you are unable to sign one or all of the boxes above because you know that your child has a learning need or requires support, please provide us with the following:

1. A copy of any school, medical or psychological report (translated into English) detailing the learning or behavioural need(s) and the level and type of support that is currently provided.
2. Any medication that is taken in relation to any learning or behavioural difficulties.
3. Details of all support previously provided (both in school and outside of school).
4. A copy (translated into English) of the most recent Individual Educational or Learning Plan.
5. Any Statement of Educational Need.

Please note that failure to fully disclose any of the above may result in the offer of a place being withdrawn, or if already enrolled, your child's place being retracted.

Confirmation of Application

I attach the Application Fee of QR 595 and a Placement/Assessment fee of QR 595. Total payable is QR 1,190. Should you wish to make this payment online please refer to our website under the 'School Fees' section. I understand that both fees are non-refundable and **does not guarantee placement into the school.**

Upon acceptance of my application and following a successful assessment, I understand that, should I accept any offer of a place for my child at Compass International School Doha, I will be required to pay the Seat Reservation Fee of QR 7,960 (which is non-refundable, but is deductible from 1st term fees); school fees and book fees as outlined in Appendix 5.

I confirm that all of the information I have disclosed in this Application Form is, to the best of my knowledge, true and accurate. I confirm that I have legal custody of the child for whom I am registering interest or that I have the legal custodian's consent. I have attached a copy of my child's latest school report and documents as outlined in the application criteria document attached.

Signature: _____

Name in full: _____

Date: _____

الكشف الكامل وإعلان الاحتياجات

من أجل التأكد من أننا قادرون على توفير البيئة التعليمية الأمثل لجميع طلابنا، يرجى تسجيل البيانات التالية:

التوقيع	
	١. ليس لدى إبنّي/إبنتي أي احتياجات تعليم إضافية أو سلوكي أو جسدي مما يتطلب مدرس متخصص أو دعم إضافي.
	٢. لم يتم أبداً تحديد إبنّي/إبنتي كونه يحتاج إلى دعم تعليمي إضافي.
	٣. لم يكن لإبنّي/إبنتي أي خطة تعلم أو تعليمية فردية.
	٤. لم يكن لإبنّي/إبنتي أي تقرير يبين احتياجه إلى خطة تعلم إضافية.

إذا كنت غير قادر على توقيع واحد أو كل من الخانات السابقة لأنك تعرف أن إبنك/إبنتك لديه حاجة أو يحتاج إلى دعم إضافي، يرجى تزويدنا بما يلي:

١. نسخة من أي تقرير طبي أو نفسي من أي مدرسة (مترجمة إلى الإنجليزية) بالتفصيل لكل احتياجات التعلم أو الحالة السلوكية ومستوى ونوع الدعم الذي يتم توفيره حالياً.
 ٢. ذكر أي دواء يتم أخذه له علاقة بصعوبات التعلم أو الصعوبات السلوكية.
 ٣. تفاصيل لكل الدعم المتوفر سابقاً (داخل و خارج المدرسة).
 ٤. نسخة (مترجمة إلى اللغة الإنجليزية) من أحدث خطط التعلم أو التعليم.
 ٥. أي تقرير للإحتياجات الخاصة.
- يرجى ملاحظة أن الفشل في الكشف الكامل عن أي من أعلاه قد ينتج عنه سحب عرض المدرسة بتوفير مقعد للطلاب ، أو إذا كان قد التحقق بالفعل سوف يتم شطبه من المدرسة.

تأكيد الطلب

أرفق مع هذا الطلب مبلغ ٥٩٥ ريال قطري رسوم تقديم الطلب بالإضافة إلى مبلغ ٥٩٥ ريال قطري رسوم امتحان تحديد المستوى. إجمالي المبلغ المستحق هو ١١٩٠ ريال قطري. إذا ترغب بدفع المبلغ عبر الإنترنت يرجى الرجوع إلى موقعنا الإلكتروني تحت قسم " الرسوم المدرسية"، أو استخدام تفاصيل البنك في صفحة الرسوم المرفقة مع هذا الطلب. هذه الرسوم غير قابلة للإسترداد في حالة قبول أو رفض الطلب علماً بأن هذا المبلغ لا يعتبر ضمان قبول الطالب. في حالة قبول طلبي و اجتياز التقييم هذا فيجب علي دفع رسوم حجز المقعد الدراسي والبالغة ٧٩٥٠ ريال قطري وذلك لتأمين تسجيل الطالب. هذه الرسوم هي جزء من الرسوم المدرسية وستخصم من رسوم الفصل الأول كما موضح بالجدول رقم ٥. في حالة قبول طفلي في مدرسة كومباس العالمية في الدوحة فيجب علي دفع رسوم حجز المقعد الدراسي والرسوم الدراسية بالإضافة إلى رسوم الكتب، وكما مبين في جدول الرسوم الدراسية والمعتمد من قبل وزارة التعليم والتعليم العالي. وأكد على صحة جميع المعلومات في هذا الطلب، وأكد على أنني ولي أمر الطالب المتقدم. أرفق مع هذا الطلب تقرير آخر مدرسة لطفلي مع بقية الوثائق وحسب ما محدد في الطلب. ولأجله وقعت.

التوقيع

التاريخ

الإسم الكامل

Appendix 1: Personal Information Collection Statement (continue on next page)

The personal data collected from applicants and current students and/or their parents/guardians pursuant to this form will be handled by our staff, kept confidential and used by Education Overseas Qatar LLC (“we” or “us”) for lawful and relevant purposes including but not limited to:

- (a) assessing the suitability of applicants’ admission to Compass International School Doha, Gharaffa (the “School”);
- (b) processing applications for admission;
- (c) verification of the applicant’s examination results, academic records and other information;
- (d) school administration and operation after admission;
- (e) sending communications to parents and students including but not limited to newsletters and information about events and extra-curricular activities provided by the School or third party providers;
- (f) statistical and research purposes;
- (g) other school related purposes; and
- (h) alumni activities.

If any of our communications constitute direct marketing we will separately seek your consent where required by law.

We may disclose some of the data to third parties such as agencies (including the government of Qatar), service providers and contractors (whether within or outside the jurisdiction in which the School is located) appointed by us to undertake some of our academic, pastoral and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless:

- (a) Such disclosure is expressly provided for under this Statement;
- (b) Permitted to do so by the applicant or his/her parent/guardian; and/or
- (c) Permitted or required by law.

Personal data may be stored in our or our affiliates’ database systems (which may be located within or outside the jurisdiction in which the School is located) and online portals and where application is successful, such personal data will form part of the applicant’s official student records. It may also be stored in online student resources such as the global classroom.

Where such personal data is not required to be retained by law, such personal data may be destroyed within 24 months following rejection of the application or otherwise as required or permitted by law.

We may provide such personal data to Friends of Compass (FCS) for inclusion in the FCS directory and other FCS activities. If a student or his/her parents/guardians does/do not wish for such data to be included in the FCS directory, please inform us.

We may place a student’s photo, video footage, name or school work in our or our affiliates’ website, social media, marketing materials, corporate communications (including annual reports) or publications.

In the event that a student already has a sibling at the School, the records of such sibling will be updated according to the data provided on the new student’s enrolment form where relevant.

Appendix 1: Personal Information Collection Statement continued

Failure to provide the requested data may result in us being unable to process the application and may influence the outcome of the application.

All practicable and reasonable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

The terms of the School's privacy policy can be found at <http://www.nordangliaeducation.com/our-schools/doha/rayyan-gharaffa/privacy-policy>

The signatory has read, understood and consents to the provisions contained within the application form.

CHILD'S NAME: _____

FATHER'S/GUARDIAN'S SIGNATURE

Signature

Date

MOTHER'S/GUARDIAN'S SIGNATURE

Signature

Date

If you have any queries about our policy and practices, please write to info.gh@nais.qa

Appendix 2: Compass International School Doha, Gharaffa Privacy Policy

Compass International School Doha, Gharaffa and Education Overseas Qatar LLC (“we” or “us”) collect and hold personal information of individuals for various purposes.

There are three general categories of personal data held by us.

1. Student information, which includes but is not limited to information supplied by students / parents and collected in connection with student applications, student records, former students, contacts and communications activities undertaken by us or on our behalf. Student records are kept for purposes that include corresponding with, responding to and taking follow-up actions in respect of students, contacts and communications activities.
2. Personnel information, which includes but is not limited to personal particulars, job descriptions, details of compensation and benefits, performance appraisals, references and disciplinary matters relating to our job applicants, employees and former employees. Personnel records of employees are kept for human resource management purposes, relating to such matters as employees’ terms of employment, performance appraisals, monitoring compliance with applicable law and internal rules and conducting investigations in respect thereof, providing references, intra-group communications, professional development, discipline and termination.
3. Other records, which include administration and other files, containing personal data provided to us by individuals for purposes other than those connected with students, contacts, communications or employment. Other records are kept to enable us to carry out various functions and activities which vary according to the nature of the purpose for which such records are to be used, including but not limited to the administration of our school’s functions and activities, seeking advice on operational matters, undertaking communications and training activities organised by us, or on our behalf, including the acquisition of services and handling of enquiries from members of the public.

We are committed to meeting internationally recognised standards of personal data privacy protection, in compliance with the requirements of applicable law. We will never disclose any personal data to any third parties without prior consent unless permitted or required by law.

Should you wish to access or correct your personal information held by us, please send your request by email to info.gh@nais.qa

The signatory has read, understood and consents to the provisions contained within the application form.

CHILD’S NAME: _____

FATHER’S/GUARDIAN’S SIGNATURE

Signature

Date

MOTHER’S/GUARDIAN’S SIGNATURE

Signature

Date

If you have any queries about our policy and practices, please write to info.gh@nais.qa

Appendix 3: Early Years Toileting Policy

Most early years children can manage the basics of independent toileting.

Our expectation is that **Early Years children must be toilet trained** before starting school. **This includes them:**

- Knowing when they have to go to the toilet and use words to describe what they need to do and to get help.
- Having a routine of pulling down their pants, using the toilet, wiping, flushing and washing their hands. We realise however that accidents will happen. Please help by providing clothes which are easy to pull on and off and a spare set of clothes.

Our Teaching

Toileting for Early Years children is more about learning hygiene and socially appropriate behaviour. Our Teachers and Learning Assistants are aware of the children's needs and their "hanging on" signals like leg crossing, fiddling and restlessness. Often a reminder about the toilet is often all that is needed.

If they do have an occasional accident we will not make a fuss but will be discreet (i.e. not make a public display of them but do it privately) and help them clean up and put on dry/clean clothes.

We encourage them to wash their hands after using the toilet and do incorporate this in the social, personal and health education.

We give regular opportunities throughout the day to visit the toilets.

The school will:

- Keep all, toilets open and available to children throughout the school day.
- We will accompany children to the toilet, but will not provide assistance to wash children after they have used the toilet.
- Ensure that all toilet areas have properly maintained supplies at all times of water, soap, hand drying facilities and toilet tissue, provided at a convenient height.
- Ensure toilet facilities provide visual privacy for the user.
- Implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness, throughout the school day.

The signatory has read, understood and consents to the provisions contained within the application form.

CHILD'S NAME: _____

FATHER'S/GUARDIAN'S SIGNATURE

Signature

Date

MOTHER'S/GUARDIAN'S SIGNATURE

Signature

Date

If you have any queries about our policy and practices, please write to info.gh@nais.qa

Parent Application Check List

List	Check
A completed application form.	
Application fee of QR 595 and a placement/assessment fee of QR 595, the total of which is QR 1,190.	
Copy of photograph page from child's and both parent's passports.	
Copy of child's and both parent's Qatar Residence Permit (we accept applications without the RP but your child must have their RP in place before being allowed to start school).	
Copy of Qatar ID card from Qatari nationals (front and back).	
Child's Birth Certificate.	
Vaccination card.	
For Year 1 and 2 applicants an Early Years Foundation report or last school report. For applicants in Year 3 to 12 the last two full-year school reports.	
2 recent passport photographs.	
The application and placement/assessment fees are not applicable to parents applying for places through their company's Guaranteed Places Agreement. For details please contact your HR office or the Admissions Officer.	
Student's independent medical reports, where relevant.	
Personal Information Collection Statement (Appendix 1).	
Compass International School Doha, Gharaffa Privacy Policy (Appendix 2).	
Early Years Toileting Policy (Appendix 3).	

Compass International School Doha, Gharaffa

Al Waab Al Abareeq St, Gharaffa Area No.31

Doha, Qatar

General Enquiries: +974 4034 9666 | **Admissions:** +974 4034 9601

Email: admissions.gh@nais.qa

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www.cisdoha.com

Appendix 4: International Education System Equivalency Table (Examples)

AGE	Compass School (English Syst)	Qatar Curriculum	Arabic Curriculums	USA	International Baccalaureate (IB)	Dutch	French	German	Filipino	Pakistan	Indian CBSE
September to June											
3 - 4	Early Years 1		KG 1	Pre-School	Pre-school 3	PS	PS	KG	KG 1		KG 1
4 - 5	Early Years 2	Rawda KG 1	Pre-KG 1	Pre-KG	Pre-school 4	Grade 1	MS	KG	KG 2	KG-I	KG 2
5 - 6	Year 1	Tamhidi KG 2	KG	KG	Pre-school 5	Grade 2	GS	KG	Grade 1	KG-II	Year 1
6 - 7	Year 2	Grade 1	Grade 1	1 st Grade	Grade 1	Grade 3	CP1	Grade 1	Grade 2	Grade 1	Year 2
7 - 8	Year 3	Grade 2	Grade 2	2 nd Grade	Grade 2	Grade 4	CE1	Grade 2	Grade 3	Grade 2	Year 3
8 - 9	Year 4	Grade 3	Grade 3	3 rd Grade	Grade 3	Grade 5	CE2	Grade 3	Grade 4	Grade 3	Year 4
9 - 10	Year 5	Grade 4	Grade 4	4 th Grade	Grade 4	Grade 6	CM1	Grade 4	Grade 5	Grade 4	Year 5
10 - 11	Year 6	Grade 5	Grade 5	5 th Grade	Grade 5	Grade 7	CM2	Grade 5	Grade 6	Grade 5	Year 6
April to Mar											
11 - 12	Year 7	Grade 6	Grade 6	6 th Grade	Grade 6	Grade 8	6 e	Grade 6	Grade 7	Grade 6	Year 7
12 - 13	Year 8	Grade 7	Grade 7	7 th Grade	Grade 7	VO 1	5 e	Grade 7	Grade 8	Grade 7	Year 8
13 - 14	Year 9	Grade 8	Grade 8	8 th Grade	Grade 8	VO 2	4 e	Grade 8	Grade 9	Grade 8	Year 9
14 - 15	Year 10	Grade 9	Grade 9	9 th Grade	Grade 9	VO 3	3 e	Grade 9	Grade 10	Grade 9	Year 10
15 - 16	Year 11	Grade 10	Grade 10	10 th Grade	Grade 10	VO 4	2 de	Grade 10	Grade 11	Grade 10	Year 11
16 - 17	Year 12	Grade 11	Grade 11	11 th Grade	Grade 11	VO 5	1 ere	Grade 11	Grade 12	Grade 11	Year 12
17 - 18	Year 13	Grade 12	Grade 12	12 th Grade	Grade 12	VO 6	Terminale	Grade 12		Grade 12	

Appendix 5: Fee Structure and Bank Details

School Fees for 2018 - 2019 - Gharaffa*

Starting	Primary School Fees Due (QR)	Book Fee Due (QR)
Full Academic Year Tuition	QR 63,943.00	QR 3,980.00
Starting from 1 st Half Term	QR 53,300.00	QR 3,980.00
Starting from 2 nd Term	QR 42,600.00	QR 3,980.00
Starting from 2 nd Half Term	QR 32,000.00	QR 3,980.00
Starting from the 3 rd Term	QR 21,300.00	QR 3,980.00
Starting from 3 rd Half Term	QR 10,700.00	QR 3,980.00

* **School Fees are subject to change as per the Ministry of Education and Higher Education.**

Bank Details - Gharaffa

Account name	Education Overseas Qatar LLC
Address	P O Box 23479, Doha State of Qatar
Account number	4060685580001
IBAN	QA02CBQA000000004060685580001
Bank	Commercial Bank of Qatar
Address	P O Box 3232, Doha State of Qatar
Swift Code	CBQAQAQA

If you require any further assistance please contact the Admissions Officer at Gharaffa: admissions.gh@nais.qa

School Fees are applicable to students in Early Years classes and Year 1 to Year 6.

Once an offer has been made you will be required to complete an Enrollment Agreement and submit with the following:

- A Seat Reservation Fee (deductible from 1st tuition fee payment) of 7,960 QR (subject to change).
- Annual School Fees dependent on joining date as per above chart and annual Book Fee (subject to change).
- If a Value Added Tax (“VAT”) or any similar tax is introduced in Qatar, the current prices shall be deemed to be exclusive of any VAT and Compass International School Doha therefore reserve the right to increase the Charges of its goods and Services in line with the introduction of VAT.

Fees are due upon receipt of Invoice.

Admissions Checklist

FOR OFFICE USE ONLY

APPLICATION DETAILS

Student name:

Year group:

Campus:

Start date / Academic year:

Sibling/s in school:

Sibling applied:

Received by:

Guaranteed place / Company name:

Application fee paid / Receipt number:

COPY DOCUMENTS RECEIVED

YES

NO

Parent's Passport

Parent's RP

Child's Passport

Child's RP

Birth Certificate

Vaccination Certificate

Attested School Reports / School Reports

Two Passport photographs

COMMENTS / NOTES

Assessment results:

Principal's Comments:

Signature: _____ Date: _____